

EXHIBIT ACERTIFICATION REGARDING COMPLIANCE WITH SECTION 188.325, RSMO

*Regarding performing, inducing, or assisting in the performing or inducing of or referring for abortions*

The vendor certifies, by submission of the proposal and by signing below, that the vendor is not an organization, or an affiliate of organizations, that "perform or induce, assist in the performing or inducing of or refer for abortions".

Laura Lamb Executive Director  
Name and Title of Authorized Representative

  
Signature

6/6/2017  
Date

**EXHIBIT B****VENDOR INFORMATION**

The vendor should provide the following information about the vendor's organization:

1. Provide a brief company history, including the founding date and number of years in business as currently constituted.
2. Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.
3. Provide a list of and a short summary of information regarding the vendor's current contracts for similar services.
4. List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.
5. In the table below, indicate if the vendor is a not-for-profit entity that promotes one or more of the following four (4) purposes established by Congress under 42 U.S.C. Section 601 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. If a not-for-profit entity, describe past experience relative to the four (4) purposes.

Not-for-profit entity that promotes one or more of the following (4) purposes: <u>X</u> YES <u>  </u> NO	
<b>Purposes</b>	<b>Clearly identify and describe the experience</b>
Identify specific information about experience:	
Providing assistance to needy families so that children may be cared for in their own homes or in the homes of relatives	Yes.
Ending the dependence of needy parents on government benefits by promoting job preparation, work, and marriage	Yes.
Preventing and reducing the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies	
Encouraging the formation and maintenance of two-parent families	

- Provided explanation on attached sheet.*
6. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.
  7. Provide a list summarizing any pending or final legal proceedings involving you or your company that took place in any court of law, administrative tribunal or alternative dispute resolution process that was filed, settled or gone to final judgment within the last three (3) years. The summary need not disclose confidential information of a disputed allegation of fact or law, but must contain the allegations made and/or contested or findings of the court of law, tribunal or dispute resolution process. Failure to provide a full and accurate summary of legal proceedings may result in rejection of the proposal or termination of any subsequent contract.

## 1. Organization History:

Midtown was established in 1982 by Catholic Charities. Midtown was able to provide comprehensive services and direct assistance to 8 neighborhoods. This included year-round youth activities, community health initiatives and the city's first welfare-to-work program. To date, Midtown has engaged over 3,448 people in crucial support and services, serving as a reliable source for assistance and family support.

In January 2017, we became an independent 501(c) 3 organization. Our core goals are to provide children & teenagers with a safe environment that promotes healthy growth and development, to provide outreach to pregnant women & newborns by delivering pre & post-natal education in order to reduce the area's infant mortality, to provide the men & women in our community with a safe, inclusive & productive environment, to create a welcoming environment for open dialogue & discussions to foster community involvement & growth, & to break down barriers created by poverty, isolation, & prejudice.

*Family P.R.I.D.E. (Parent Resources, Infant Development and Environment)* is our critical outreach effort to help to pregnant women and newborns. It began in 1993 in response to very high infant mortality rates in our service area. Family P.R.I.D.E. provides outreach in homes, the community and with health care organizations to find and connect women to educational services and basic needs for young families. We are proud to note that this type of engagement is working. Though there are still unacceptably high infant mortality rates in St. Louis, 98% of babies born to our participants have been healthy! In 2017, we aim to help 30 mothers and increase participation to 50 women in 2018.

## 2. Services Performed:

### **Home Visits**

Home visits are made to every family twice a month. The purpose of home visits is to address each client's individual needs, obstacles, concerns, health care needs, goals, etc. Individualized service plans are developed to work towards parent's goal. Home visits address social, economic, or emotional crises and build on parents' strengths.

### **Proud Start Workshops**

Proud Start Workshops aim to create a comfortable, supportive and fun place for expecting and new mothers to discuss a range of pertinent topics. This education provides our parents with important information that helps them work towards a healthier pregnancy and lifestyle for their infant. There is a focus on prenatal care, smoking, alcohol and un-prescribed drug use, second hand smoke, post partum depression and weight control and nutrition.

### **Friends Around the Neighborhood**

Friends Around the Neighborhood playgroups are designed to contribute to the cognitive, physical, social and emotional well-being of our infants. A playgroup can significantly help children develop social skills, gain independence and build self-confidence.

### **Proud Start Parenting Association**

PSPA is designed to focus on development during these early years of childhood. In the early years of childhood, the basis of intelligence, personality, social behavior and capacity to learn and nurture oneself is formed. The quality of this development determines one's competence and ability to function in these capacities as an adult. Research has shown that brain development is most rapid during the early years of childhood. If the quality of stimulation is insufficient, the child's development can be seriously hindered. PSPA wants to help you create and nurture a strong early development for your child.

### **Family PRIDE Store**

Family PRIDE offers a store monthly to participating families. Families will receive Family PRIDE Bucks for each playgroup, workshop or home visit contact. During the store, families can reimburse their Family PRIDE Bucks for needed supplies for their newborns/infants, such as diapers, wipes, formula, clothing, bottles, baby friendly hygiene products, etc.

3. No current contracts for similar services.

4. No contracts lost in the past two years.

As an agency, we separated from Catholic Charities at the end of 2016. They received cuts in funding from the ACA and United Way and therefore had to close many agencies. Catholic Charities provided our organization with the opportunity to move forward due to our strong programs and long term presence in the community.

5. Our organization works with families on or below the federal poverty level. Using a variety of programming, as well as connections to outside resources, our staff works to help offer our community members access to connections and resources to realize their full value and potential. Our organization works to empower our community members and work towards a stronger and self-sufficient future.

6. Included the list of Board Members, their roles, occupations and place of employment.

Included organizational chart.

Midtown's community partners include Voices of Women, City Greens Market, St. Cronan's Parish, SLU, St. Louis College of Pharmacy, SSM, Park Central



Development Corporation, University of Missouri Extension, Forest Park  
Development Corporation and BJC Healthy Start Healthy Communities.

7. No legal proceedings involving our organization.



Midtown Community Services (D.B.A.)  
501©3 Midtown Neighborhood Opportunities Corporation

### Board of Directors

Tim Ripplinger	Board President	Mitigation Specialist Missouri State Public Defenders
Lizet Dickinson	Board Vice President	Attorney/Mitigation Specialist Missouri State Public Defenders
Derek Dickinson	Treasurer	Attorney/Financial Consultant Country Financial
Sr. Chabanel Mathison	Secretary	Parish Administrator St. Cronan's Parish
Bob Helmsing	Board Member	Retired owner Lawrence Fabrics
Marcy Soda	Board Member	Retired Non Profit Executive Director

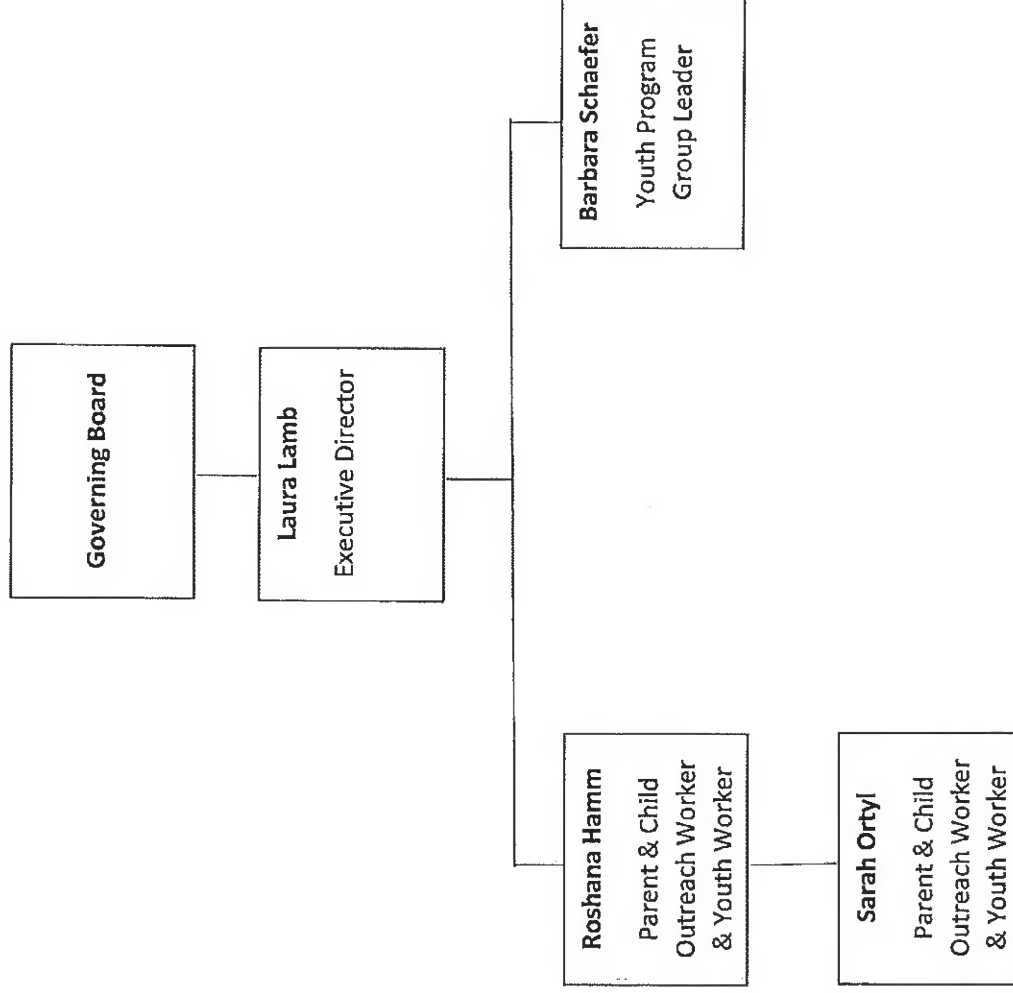


Midtown Community Services (D.B.A.)  
501©3 Midtown Neighborhood Opportunities Corporation

Armella Geier	Board Member	Retired Social Worker
Matt Borst	Board Member	Instructor University College
Bill Patterson	Board Member	Senior Director- Solution Benefits Express Scripts
Phil Milner	Board Member	IT Specialist Wells Fargo
Lisa VonderHaar	Board Member	Retired Educator



**Midtown Neighborhood Opportunities Corporation (501 (c)3)**  
**Midtown Community Services (D.B.A.)**  
Organizational Chart

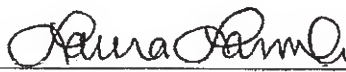


Effective 1/3/2017

EXHIBIT CCERTIFICATION REGARDING EXEMPTION FROM INCOME TAXATION

The vendor certifies, by submission of the proposal and by signing below, that the vendor is "exempt from income taxation pursuant to the United States Internal Revenue Code".

Laura Lamb Executive Director  
Name and Title of Authorized Representative

  
Signature

6/6/2017  
Date

EXHIBIT DCURRENT/PRIOR EXPERIENCE

The vendor should copy and complete this form documenting the vendor and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Vendor Name or Subcontractor Name: _____ (if reference is for a Subcontractor): _____	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Service/Contract:	
If service/contract has terminated, specify reason:	
Size of Service such as: <input checked="" type="checkbox"/> Number of Individuals Being Served <input checked="" type="checkbox"/> Total Annual Value/Volume	
Size of Service/Contract (in terms of vendor's total amount of business)	
Description of Services Performed, such as: <input checked="" type="checkbox"/> Population Served <input checked="" type="checkbox"/> Type of Services Performed <input checked="" type="checkbox"/> Geographic Area Served <input checked="" type="checkbox"/> Vendor's specific duties and strategic objective	
Personnel Assigned to Service/Contract (include position title):	

*This is the first time participating as a subcontractor.*

EXHIBIT EEXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed. Titles of personnel should be consistent with titles referenced throughout the RFP.)

Title of Position: <u>Executive Director</u>	
Name of Person:	<u>Laura Lamb</u>
Educational Degree (s): include college or university, major, and dates	<u>Truman State University, BS Psychology, BS Sociology, 2006-2010</u> <u>Saint Louis University, Master of Social Work, 2011-2013</u>
License(s)/Certification(s), #(s), expiration date(s), if applicable:	<u>LMSW, NO. 2017008796, exp. 9/30/2018</u>
Specialized Training Completed:	
# of years experience in area of service proposed to provide:	<u>4 years</u>
Describe person's relationship to vendor. If employee, # of years. If subcontractor, describe other/past working relationships	<u>Employee</u> <u>4 years</u>
Describe this person's responsibilities over the past 12 months.	<u>Responsibilities included on separate sheet.</u>
Previous employer(s), positions, and dates	<u>Justine PETERSEN, credit counselor &amp; Practicum student, August 2012 - July 2012</u>
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Early childhood development	<u>Group focused on this once a month, every month.</u>
✓ Family/marital counseling	<u>N/A</u>
✓ Social work	<u>Currently providing clients with continual assistance when needed.</u>
✓ Case management	<u>Case management with 10 clients twice a month, every month.</u>
✓ Program administration	<u>Program supervisor for PRC program since January 2014</u>

## Midtown Neighborhood Opportunities Corporation

<b>Job title</b>	<i>Director</i>
<b>Reports to</b>	<i>Governing Board</i>

### **Job purpose**

Responsible for the development, implementation and supervision of programs, activities, services and resources of the organization. Explores funding sources for programs. Responsible for implementation of Midtown's mission within the community.

### **Duties and responsibilities**

- Supervising staff and volunteers.
- Ensuring that programs operate according to accreditation and agency standards.
- Reviews, interprets and updates policies and procedures as necessary.
- Develops goals, objectives, measures of productivity and effectiveness for services and programs.
- Maintains essential reports to measure effectiveness of program performance.
- Develops budget for optimal personnel, expenses and capital resources.
- Monitor expenses and income, making adjustments to stay within budget.
- Assisting with resource development, such as grant applications and fund-raising.
- Acting as a liaison with St. Cronan's Parish.
- Guiding and supporting Midtown's Governing Board.
- Serving as Midtown's representative to external stakeholders.
- Collaborates with and promotes community relationships with local public and private agencies.
- Actively works at maintain good rapport and professional working relationships with staff through communication and staff development.
- Witnesses the mission of Midtown Neighborhood Opportunities Corporation.
- Case manager for 10 pregnant and new mothers. Work to achieve healthy pregnancies and first years of life, help mother to set and achieve personal and family goals and connect them to additional resources.



EXHIBIT EEXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed. Titles of personnel should be consistent with titles referenced throughout the RFP.)

Title of Position: <u>Parent Child Health Outreach Worker</u>	
Name of Person:	<u>Sarah Ortyl</u>
Educational Degree (s): include college or university, major, and dates	<u>BA Psychology &amp; Women's studies Saint Louis University</u> <u>MA Marriage &amp; Family Therapy Saint Louis University</u>
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	<u>Level 1 Gottman Institute Certified</u>
# of years experience in area of service proposed to provide:	<u>3.5 years</u>
Describe person's relationship to vendor. If employee, # of years. If subcontractor, describe other/past working relationships	<u>Employee</u> <u>For 3.5 years</u>
Describe this person's responsibilities over the past 12 months.	<u>Responsibilities included on separate sheet.</u>
Previous employer(s), positions, and dates	<u>Birtheright, intern</u>
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Early childhood development	<u>Group focusing on this once a month, every month, help execute</u>
✓ Family/marital counseling	<u>Clients during Masters program 2011-2013.</u>
✓ Social work	<u>Currently providing clients with continual assistance when</u>
✓ Case management	<u>case management with 10 clients twice a month, every needed.</u>
✓ Program administration	<u>Run a workshop once a month that focuses 1 month on parent/child welfare &amp; interactions.</u>



EXHIBIT EEXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed. Titles of personnel should be consistent with titles referenced throughout the RFP.)

Title of Position: <u>Parent child Health Outreach Worker</u>	
Name of Person:	<u>Roshana Hamm</u>
Educational Degree (s): include college or university, major, and dates	<u>Southwest Missouri State, BS Human Environmental Studies</u> <u>Missouri Baptist University, Masters of Arts Professional Family Life</u>
License(s)/Certification(s), #(s), expiration date(s), if applicable:	<u>Counseling</u>
Specialized Training Completed.	
# of years experience in area of service proposed to provide:	<u>10</u>
Describe person's relationship to vendor. If employee, # of years. If subcontractor, describe other/past working relationships	<u>Employee</u> <u>for 3.5 years</u>
Describe this person's responsibilities over the past 12 months.	<u>Responsibilities included on separate sheet.</u>
Previous employer(s), positions, and dates	<u>Edwirth (children) &amp; family services</u> <u>Cottonwood Residential, Every Child's Hope</u> <u>Big Brother Big Sister, Urban Behavioral Health care</u>
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Early childhood development	<u>parental child educators</u>
✓ Family/marital counseling	<u>school based program at MBH.</u>
✓ Social work	<u>All jobs</u>
✓ Case management	<u>All jobs. Case manage 10 clients a month, every month.</u>
✓ Program administration	<u>Big Brother Big Sister - school based program admin</u> <u>Plan &amp; execute monthly group</u>

## Midtown Neighborhood Opportunities Corporation

<b>Job title</b>	<i>Parent Child Health Outreach Worker</i>
<b>Reports to</b>	<i>Director</i>

### **Job purpose**

Full-time position within the Family PRIDE Program working with individuals and families in developing and organizing a plan of action to meet assessed service requirements, particularly in the areas of children and family health. Works with youth, elders, pregnant women, children, refugees, immigrants, etc.

### **Duties and responsibilities**

- Completes intake and assessment with individuals and families being served by the agency in a timely manner.
- Keeps records and reports.
- Define, plan, execute, and document social growth and development groups and educational workshops for pregnant and new moms.
- Complete home visits and follow-ups as required meeting client needs.
- Advocate and network outside of agency to meet client needs.
- Meet program goals within program guidelines.
- Create a safe, friendly, and fun environment for all participants and families by implementing a core curriculum that will allow for productive activities and positive work culture.
- Outreach to low-income families and youth in the area and educate them on the programs available at Midtown.
- Accountable for caseload as determined by program manager or director.
- Other duties as assigned by director.

**EXHIBIT K, continued**

(Complete the following if you **DO NOT** have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

**BOX B – CURRENT BUSINESS ENTITY STATUS**

I certify that Midtown Neighborhood Opportunities Corporation (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

Laura Lamb

Authorized Business Entity Representative's  
Name (Please Print)

Laura Lamb

Authorized Business Entity  
Representative's Signature

Midtown Neighborhood Opportunities Corporation

Business Entity Name

6/23/2017

Date

laura.lamb@midtownncs.org

E-Mail Address

As a business entity, the vendor must perform/provide each of the following. The vendor should check each to verify completion/submission of all of the following:

- ☒ - Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.uscis.gov/e-verify>; Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;
- AND
- ☒ - Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the vendor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed, at minimum, by the vendor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the vendor's name and company ID, then no additional pages of the MOU must be submitted;
- AND
- ☒ - Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT K, continuedAFFIDAVIT OF WORK AUTHORIZATION:

The vendor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Laura Lamb (Name of Business Entity Authorized Representative) as Directly (Position/Title) first being duly sworn on my oath, affirm Midtown Neighborhood Opportunities Corporation (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Midtown Neighborhood Opportunities Corporation (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

Laura Lamb

Authorized Representative's Signature

Laura Lamb

Printed Name

Director

Title

06/27/2017

Date

laura.lamb@midtowncs.org

E-Mail Address

1209870

E-Verify Company ID Number

Subscribed and sworn to before me this 27 of June 2017. I am

(DAY)

(MONTH, YEAR)

commissioned as a notary public within the County of St. Louis City, State of

(NAME OF COUNTY)

Missouri

(NAME OF STATE)

, and my commission expires on Jan 9, 2021.

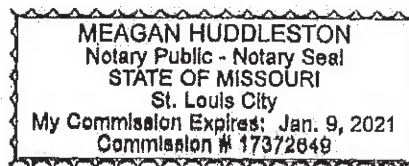
(DATE)

Meagan Huddleston

Signature of Notary

6/27/17

Date







Company ID Number: 1209870

Approved by:

<b>E-Verify Employer Agent Employer</b> Midtown Neighborhood Opportunities Corporation	
Name (Please Type or Print) Laura Lamb	Title
Signature Electronically Signed	Date 06/27/2017
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 06/27/2017



Company ID Number: 1209870

### Information Required for the E-Verify Program

#### Information relating to your Company:

Company Name	Midtown Neighborhood Opportunities Corporation
Company Facility Address	1202 S Boyle Saint Louis, MO 63110
Company Alternate Address	
County or Parish	SAINT LOUIS CITY
Employer Identification Number	812818972
North American Industry Classification Systems Code	624
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1



Company ID Number: 1209870

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

MISSOURI

1 site(s)